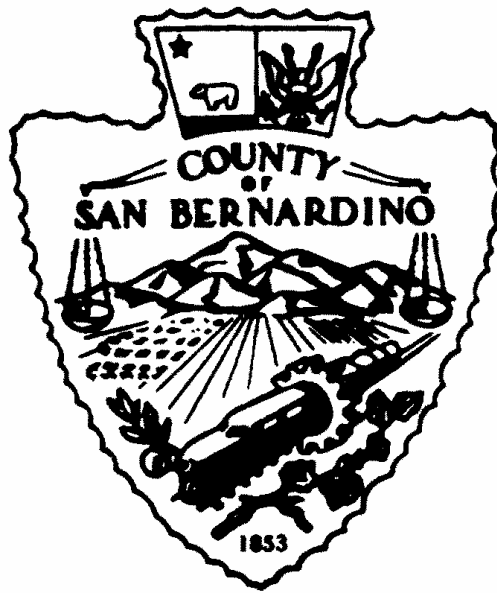


# How to do Business with The County of San Bernardino



## Purchasing Department

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- How to do Business with the County of San Bernardino
- Buyer/Commodity Listing
- Online Vendor Application (New Vendor Application / Existing Vender Update Instructions)
- Projected Requests for Proposal FY 2002/2003
- Department Contacts

# How to do Business with the County of San Bernardino



## Purchasing Department

### **Overview**

This brochure is intended to give you a summary of the important elements you need to know to do business with the County of San Bernardino. The following information will familiarize vendors with how the county purchases goods and services (including construction) and how to become aware of county needs and of potential business opportunities. The information provided below concentrates on the activities of the Purchasing Department.

### **What do I need to know?**

#### **Does the county buy what I sell?**

Purchasing buys products and services needed to run several county departments including a hospital, sheriff and fire departments, general offices, medical laboratories, mental health services, public health and welfare programs, maintenance and construction of buildings, roads, parks, and playgrounds. A list of commodities is included in this package.

#### **How do I make myself known to departments and find out what goods and services are needed now or in the near future?**

To register as a vendor with the Purchasing Department, go to <http://www.sbcounty.gov/purchasing/> (follow the instructions included in this brochure "New Vendor Application" (instructions are also available on the vendor application page). Instructions are included for existing vendors to update their applications.

#### **How much of my product or service does the County buy?**

It is important to know how much the county buys of what you sell. Call Purchasing at (909) 387-2060 or see the attached listing for the buyer's direct telephone number for your product and/or service.

For more detailed commodity information, go to the above web site and click on [Commodity List and Buyer Contact](#). Type in a simple description in "Search Word" and

click on search. You can now click on the code(s) you want to preview, and all related commodity codes and buyer assignments will be shown. To send an e-mail to a Buyer, click on the Buyers name.

### **What should I be careful of?**

#### **Promises of an Award**

Because the county relies heavily on competitive bidding, no one knows which bidder will receive an award until sealed bids are opened. Therefore, no one can give assurance that a vendor will receive a particular order. County government is also subject to California law regarding conflict of interest, including the receipt of gifts. The County of San Bernardino Procurement Code of Ethics Policy expects each employee to, at no time or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value in violation of county policy or state law from suppliers, or which might influence or appear to influence procurement decisions.

#### **Do Not Start Work Without an Authorized Contract**

The authority and responsibility of purchasing for the county rests with the Purchasing Department. No service should be provided, and no goods should be delivered, before you receive a written contract from the county. Until the county executes a contract, purchase order, or blanket purchase order, the County has no legal obligation to pay for the order. If you begin work without the required authorization, your later options may include taking back your merchandise or filing a claim.

### **Where is the Purchasing Department located?**

We are located at 777 East Rialto Avenue in the City of San Bernardino. We are on the south side approximately ¼ mile east of Waterman Avenue.

### **What the County buys**

See the attached commodity list for a summary of the types of goods and services the County purchases or go to [Commodity List and Buyer Assignment](#) (see the instructions under “**How much of my product or service does the County buy?**”

## Competitive Bidding for Products and General Services

### **How do I get started?**

After you have done the necessary research to determine that the county purchases what you sell and that it is worthwhile for you to become aware of upcoming bids, you need to register as a vendor with the San Bernardino County Interactive Vendor Application Program (instructions on Page 1).

### **I would like to contact someone in Purchasing.**

We want to meet you. If you sell supplies or provide general service, your first stop should be Purchasing. Call the main number at Purchasing (909) 387-2060 or refer to the attached listing to find out which buyer is responsible for your category of products.

Make an appointment with the buyer to discuss your products or services. To assure your appointment with the buyer is productive, bring your company's literature, references, telephone contacts, names of people authorized to sign contracts on your company's behalf, and information on any contracts you have with the federal, state, or other municipal governments.

Purchasing is open Monday through Friday, 8 a.m. to 5 p.m. All buyers may be accessed by e-mail through the County's Website at:  
<http://www.sbcounty.gov/purchasing/commodity.asp>.

### **How does Purchasing request bids?**

After your first visit to Purchasing, your next encounter with the process may be when you receive a notification of a bid request by e-mail or postcard. Except for emergency or urgent needs, Purchasing sends out written requests or notifications of where bids are posted. Requests are generally of two types:

1. For bids over \$25,000, Purchasing or the department sends formal "Proposals" to potential bidders.
2. For bids under \$25,000, Purchasing or the department sends informal bids, called "Quotations". These quotations may be in the form of a telephone, fax, or mail quote, and are solicited from at least three prospective bidders.

### **How do I learn about bids?**

Register as a vendor with the San Bernardino County Interactive Vendor Application Program (see Page 1). **You will be included in solicitations to bid wherever possible on the commodities that you selected when registering.**

Request for Proposals (RFP) are posted on the County of San Bernardino's Web site at <http://www.sbcountry.gov/rfp/rfplist.htm>. RFPs are listed and the bid documents are viewable and printable from this site. You can also e-mail the buyer and review this entire package on line. If you do not currently have Internet access, public access is available at the Purchasing Department, many of the County Public Libraries (all library branches require you to have a library card), and other location(s) listed below.

<b>A. K. Smiley Public Library, Redlands</b>	(909) 798-7565
<b>Barstow College</b>	(760) 252-2411, Ext. 7270
<b>Big Bear Lake Branch Library</b>	(909) 866-5571
<b>Colton Public Library</b>	(909) 370-5083 or 370-5084
<b>Crestline Branch</b>	(909) 338-3294
<b>Fontana Branch</b>	(909) 822-2321
<b>Grand Terrace Branch Library</b>	(909) 783-0147
<b>Hesperia Branch Library</b>	(760) 244-4898
<b>Highland Branch Library</b>	(909) 862-8549
<b>Joshua Tree Branch</b>	(760) 366-8615
<b>Kaiser Branch</b>	(909) 357-5900
<b>Lake Arrowhead Branch Library</b>	(909) 337-3118
<b>Loma Linda Branch Library</b>	(909) 796-8621
<b>Lucerne Valley Branch Library</b>	(760) 248-7521
<b>Mentone Branch</b>	(909) 794-2657
<b>Montclair Branch Library</b>	(909) 624-4671
<b>Norman F. Feldheym Library, S.B.</b>	(909) 381-8201
<b>Ontario City Library</b>	(909) 395-2004
<b>Paul Villasenor Branch Library</b>	(909) 383-5156
<b>Rancho Cucamonga Public Library</b>	(909) 477-2720
<b>Rialto Branch Library</b>	(909) 875-0144
<b>Running Springs Branch Library</b>	(909) 867-2554
<b>San Bernardino County Library</b>	(909) 387-5720
<b>San Bernardino Public Library</b>	(909) 381-8201
<b>SBVC Learning Resources Samuel E. Andrews Memorial Library</b>	(909) 384-4400 Ext. 8841
<b>South Ontario Branch Library</b>	(909) 988-8481, Ext. 2250
<b>Trona Branch Library</b>	(760) 372-5847
<b>Twentynine Palms Branch</b>	(760) 367-9519
<b>Upland Public Library</b>	(909) 931-4200
<b>Wrightwood Branch Library</b>	(760) 249-4577
<b>Yucaipa Branch Library</b>	(909) 790-3146
<b>Yucca Valley Branch Library</b>	(760) 228-5455
<b>Workforce Investment &amp; Business Resource Center (Hesperia)</b>	(760) 949-1675

**Review Purchasing's list of Pending Bids** - At the front counter at 777 East Rialto Avenue, San Bernardino, Purchasing maintains a listing of pending bids. You may visit Purchasing during office hours (Monday through Friday, 8 a.m. – 5 p.m.) to review the file, ask questions, and request a copy of the bid.

### **How do I get a copy of a bid?**

Purchasing distributes bids in several ways. You can visit the Purchasing Department at 777 East Rialto Avenue, to pick up a copy. You can print a copy from the information on the Web site at <http://www.sbcounty.gov/rfp/rfplist.htm>.

Informal bids or quotations may be mailed, faxed, e-mailed, or telephoned to you.

### **How do I submit a bid?**

Because of the nature of government contracting, the county has little flexibility, if the bid you submit is not complete. It's critical that you submit a bid that's correct the first (and perhaps only) time, or Purchasing may not be able to consider your bid. Here are some guidelines to keep in mind:

#### **1. Be Timely.**

Submit your bid by the date and time specified. **Late bids cannot be considered.**

#### **2. Read the Bid Conditions.**

Each bid contains a number of bid conditions, some applicable to all county bids, and some tailored to the particular bid. Prices must be firm for the period specified, from as short as 90 days to as long as two years. For a contract which could extend over several years, prices can change yearly. For Purchasing to consider a prompt payment discount when evaluating bids, the discount offered can be for no fewer than 30 days. This means that a discount of 2%-10 days cannot be considered in the evaluation, though it would be taken when invoices are paid.

#### **3. Be Responsive.**

Bid on items and in quantities the bid requests. If you add any qualifications or reservations to your bid, the bid may be considered conditional or non-responsive and can be rejected.

#### **4. FAILURE TO ADHERE TO BID CONDITIONS MAY RESULT IN REJECTION OF THE BID.**

### **Can I be present when the bids are opened?**

Yes. The bid request notes when bids will be opened.

### **How does the bid evaluation process work?**

Depending on the complexity of the bid, it can take from several days to several weeks to evaluate all the bids submitted. Purchasing makes certain that bidders are bidding on the same items and in the same units and quantities. Sometimes a bid states “brand name or equal” which means that, if you bid on an item other than the one specified, your item must perform as well as the specified item.

When bids have been analyzed, Purchasing sends a summary to the requesting department for review and recommendation. Purchasing awards to the lowest reliable and responsible bidder.

For a bid with many items, Purchasing, at its discretion, may award the entire contract to one bidder based on comparisons of the aggregate bids, or may make individual line-item awards to the lowest bidders. This option will be stated in the bid package.

### **May I inspect the bids? How do I learn about bid results?**

Bids are available for inspection by those bidders attending the bid opening. After Purchasing awards any contract, all bids become a public record.

Because of the number of bids and bidders, Purchasing is unable to notify unsuccessful bidders of the bid results. You are welcome to come to the office and inspect the bid tabulation. To find out if the bid has been tabulated and the award made, call Purchasing at (909) 387-2060 at least 7-10 days after the bid opening date. You will be informed whether the bid tabulation is available at the Purchasing Department's front counter.

### **How do departments do their own purchasing of products up to \$3,000?**

#### **Low Value Purchase Authorization**

All County departments are authorized to issue Low Value Purchase Authorizations (LVPAs). County procedures require departments to solicit three bids (or quotations) for each order.

To place an order, departments issue a LVPA number and contact the vendor directly. Except for developing the procedures that departments follow, the Purchasing Department is not involved in these types of orders.

To compete for these orders, vendors must make themselves known to departments, both directly and by registering at <http://www.sbcounty.gov/purchasing/>.

#### **Procurement Card Program (Cal Card)**

All County departments will soon have personnel who have been issued “Visa” Procurement Cards to procure various materials and supplies. County procedures require departments to solicit three bids (or quotations) for each order.

Each individual card carries both a transaction dollar limit and a monthly credit limit. To place an order, departments contact the vendor directly. Departments may place orders within their Cal Card limits, directly with the vendors according to Purchasing guidelines. Except for developing the procedures that departments follow, the Purchasing Department is not involved in these types of orders.

To compete for these orders, vendors must make themselves known to departments, both directly and by registering at <http://www.sbcounty.gov/purchasing/>.

### Types of Awards

**Purchase Order:** A purchase order is used for a one-time purchase of a definite quantity of goods or services.

**Contract Purchase Order:** For construction, professional services, and other transactions, the county prepares a purchase order and a separate contract. The purchase order verifies that funds have been encumbered and performance can begin, and the separate contract provides a detailed description of the duties and responsibilities of the vendor and the county.

**Blanket Purchase Order:** A blanket purchase order is awarded for an annual dollar amount of goods or services during a fiscal year. Purchasing or other county departments may place orders through the year, using blanket purchase orders. A blanket purchase order enables a department to order directly from the vendor in accordance with the terms of the blanket purchase order.

**Low Value Purchase Authority (LVPA):** Departments may place orders less than \$3,000 directly with vendors according to Purchasing's guidelines. Departments should solicit competitive bids/quotes for these purchases.



## Delivery and Acceptance

### **Where and how to deliver**

For most orders, the delivery point is the location of the requesting department where the goods or services will be used. You should note carefully the delivery address in the bidding and order documents. You are responsible for delivering to the final destination specified in the order.

Deliveries to county departments typically are made by common carrier, by the vendor's trucks, or through the US Postal Service. Do not send the order to the buyer in Purchasing whose name may be on the transaction.

### **Include the order number on the outside of the package**

You must include the purchase order, blanket purchase order, Cal Card, or LVPA number on the outside of the package. This will enable the County to identify the correct department or individual as the recipient in case there are any problems.

### **Inspection and acceptance by the department**

All goods and services are considered received by the county only after the requesting department inspects the items to be certain all items are received and in good condition, or that the service has been performed satisfactorily. After inspection and any necessary tests have been performed, the department will approve the invoice.

### **Problems**

Circumstances that may interfere with the county accepting and paying for an order include:

- Short shipment, backorders: The county pays for an order only after all items have been received. Partial payments can be made but must be requested at the time the order is placed. If you have made several shipments to fill an order, and mailed the invoice for the entire order before all shipments were received, you can expect payment only after the county receives the complete order.
- Wrong delivery address: The shipment was sent to Purchasing. Occasionally, vendors send orders to the Purchasing Department instead of the requesting department. This causes delays as Purchasing determines the ultimate recipient and forwards the order. If no purchase order number appears on the outside of the container, Purchasing may be unable to identify the correct department and be forced to return the shipment.

- Failure to show the order number on the package: If there is a problem with the delivery address, including the order number can be a significant help to the county in identifying the recipient.

### Paying the Invoice

This information is applicable to purchase orders, contract purchase orders, and blanket purchase orders signed by the Purchasing Department.

### **Where do I send the invoice?**

To expedite payment, send your invoice to the “Bill to” address specified in the order. For all types of orders, the billing address is that of the county department receiving the goods or services. Include the purchase order, contract purchase order, or blanket purchase order number on the invoice. This will help to match the invoice to the correct order.

### **What does the user department have to do?**

The county must verify that the order was received complete and in good condition. The invoice is matched with the original order and any receiving document so that the county can determine that what was delivered agrees with what was ordered.

The receiving department completes a payment document indicating receipt of the complete order and submits it with the invoice to the Auditor/Controller-Recorder for payment.

### **What happens before the check is written?**

The Auditor/Controller-Recorder reviews the invoice and payment document and then prepares the warrant and mails to the vendor.

### **What if I have questions about an invoice?**

Call the county department you mailed the invoice to. Have the purchase order number or other identifying county transaction number handy.

### **What can I do to help the payment process proceed more quickly?**

If you observe the following tips, things should go smoothly:

- Make sure you sent the shipment to the correct county address. In general, do not send the shipment to Purchasing. Note carefully the “Deliver To” address on the county purchase order, blanket order, or LVPA.
- Include the order number on the outside of the package.

- Send an invoice for the complete order, not a partial one, and do this only after the full order has been received. In general, the county does not pay partial invoices without prior arrangements being made. Invoices sent too early may become difficult to locate once the shipment arrives.
- Send the invoice to the correct county address. Pay close attention to the purchase order, contract order, or LVPA, which shows the “Bill To” address.
- Include the correct purchase order, blanket purchase order, or LVPA number on the invoice. The county needs that identifying number to match shipments or services with the procurement documents.

# COUNTY COMMODITY CODES EFFECTIVE 07/15/2002

<u>#Buyer Name</u>	<u>Phone</u>	<u>#Buyer Name</u>	<u>Phone</u>	<u># Buyer Name</u>	<u>Phone</u>
1 Aurelio De La Torre, Director	387-2074	5 Ann Marie Shelton	387-2964	8 Bill Brock	387-2464
2 Leo Gomez, Supervisor	387-2063	6 Michael Candelaria	387-2463	9 Michael Loller	387-2233
3 Esther Reyna	387-2071	7 Zac Avey	387-2070	10 Michael Leinweber	387-2176
				11 Ivy Portias	386-8046

## SUPPLIES

03100 10 A/C, Heating & Ventilating	29500 3 Elevators & Escalators	61500 8 Office Supplies, General
00500 5 Abrasives	29000 5 Energy Collecting Equipment	62000 8 Office Supplies, Pens & Pencils
01000 5 Acoustical Tile, Insulating	30500 10 Engineer & Survey Equipment	61000 8 Office Supplies, Ribbons & etc
01500 8 Addressing, Copying Supplies	31000 6 Envelopes, Plain & Printed	62500 3 Optical Equipment
01900 10 Agricultural Crops	31500 10 Epoxy Based Adhesives	63000 5 Paint, Coatings & Wall Paper
02000 7 Agricultural Equipment	31800 5 Fare Collection Equipment	63500 5 Painting Equipment
02200 7 Agricultural Parts	32000 10 Fastening & Packaging	64000 6 Paper & Plastic Prod, Disp
02500 8 Air Compressors	32500 8 Feed for Animals	64500 6 Paper - Office & Print Shop
03500 7 Aircraft & Airport	33000 10 Fencing Materials	65000 10 Park, Playground & Pool
03700 5 Amusement, Deco, Toys	33500 8 Fertilizers & Soil Cond	65200 3 Personal Hygiene
04000 8 Animals, Birds, Marine Life	34000 8 Fire Protection Equipment	65500 8 Photographic Equipment
04500 11 Appliances	34500 3 First Aid & Safety Equipment	65800 10 Pipe & Tubing
05000 5 Art Equipment & Supplies	35000 5 Flags & Flag Poles	65900 10 Pipe & Tubing Fittings
05200 5 Art Objects	36000 10 Floor Coverings & Equipment	66000 11 Pipes, Tobacco & Alcohol Bev
05500 8 Auto Accessories	36500 10 Floor Maint Machines	66500 10 Plastics, Fiberglass & Resin
06500 7 Auto Bodies	37000 11 Food Processing Equipment	67000 10 Plumbing Equipment
06000 8 Auto Parts	37500 11 Food: Bakery Produce (Fresh)	67500 8 Poisons-Agriculture & Industrial
07500 8 Auto Shop Equipment	38000 11 Food: Dairy Produce (Fresh)	68000 8 Police Equipment
07000 7 Auto Vehicles	38500 11 Food: Frozen	68500 11 Poultry Equipment
08000 5 Badges, Emblems, Tags	39000 11 Food: Perishable	69000 10 Power Generation Equipment
08500 5 Bags, Bagging, Ties	39300 11 Food: Staple Grocery	69100 10 Power Transmission Equipment
09000 11 Bakery Equipment	57838 8 Forestry Equipment & Supplies	70000 6 Printing Plant Equipment
09500 3 Barber & Beauty Shop	39500 6 Forms, Continuous	71000 3 Prosthetic Devi ces
10000 5 Barrels, Drums, Kegs	40000 10 Foundry Castings, Equipment	71500 5 Publications & A/V Materials
10500 5 Bearings (Except Auto)	40500 8 Fuel, Oil, Grease & Lubes	72000 10 Pumping Equip & Supplies
11000 8 Belts & Belting	42000 5 Furniture: Cafe, Lib & Sch	73000 9 Radio Comm & Tele Test
11500 3 Biochemicals, Research	41000 3 Furniture: Hospital	72500 9 Radio Comm & Telephone
12000 7 Boats, Motors & Marine	41500 3 Furniture: Laboratory	73500 10 Rags & Shop Towels
12500 6 Bookbinding Supplies	42500 5 Furniture: Office	57863 5 Real Estate: Land & Imp
13500 5 Bricks & Clay Products	43000 3 Gases: Lab, Med & Weldg	74000 10 Refrigeration Equipment
14000 10 Broom, Brush & Mop	43500 3 Germicides, Health Care	75500 7 Road Equip-A/C Handling
14500 10 Brushes	44000 10 Glass & Glazing Supplies	76000 7 Road Equip-Earth Moving
15000 5 Builder's Supplies	44500 10 Hand Tools: (Powered & Non)	76500 7 Road Equip-Other
15500 10 Buildings, Prefab	45000 10 Hardware & Related Items	74500 8 Road Materials-Asphaltic
16000 11 Butcher Shop Equipment	46000 8 Hose (Except Fire)	75000 8 Road Materials-Not Asph
16500 11 Cafeteria & Kitchen Equip	47000 3 Hospital & Related	77000 5 Roofing Materials
17500 3 Chemical Lab Equipmnet	46500 3 Hospital & Surgical Equipment	77500 10 Salt, Bulk
18000 10 Chemical Raw Materials	47500 3 Hospital, Surgical	78000 10 Scales & Weighing Apparatus
19000 10 Chemicals & Solvents	48500 10 Janitorial Supplies	78500 5 School Equipment & Supplies
19200 10 Cleaning Compositions	49500 3 Laboratory, Biology	79000 8 Seed, Sod & Soil
19300 3 Clinical Lab Reagents	49300 3 Laboratory, Chemistry	79500 5 Sewing Machinery
19500 10 Clocks, Timers, Watchers	49000 3 Laboratory, General	80000 5 Shoes & Boots
20000 5 Clothing	50500 10 Laundry Compounds	80100 8 Signs, Mtls, Equip & Supplies
20100 5 Clothing Accessories	50000 11 Laundry Equipment	80300 9 Sound Systems
20600 6 Computer Hdw, Mini & MF	51000 5 Laundry Textiles	80500 5 Sporting Goods, Athletic
20400 6 Computer Hrdw, Micro	51500 7 Lawn Maint Equipment	81000 10 Spraying Equipment
20800 6 Computer Sftw, Micro	52000 5 Leather & Related Equipment	82000 10 Steam & Hot Water Boilers
20900 6 Computer Sftw, Mini & MF	52500 8 Library & Archival Equipment	81500 10 Steam & Hot Water Fittings
20700 6 Computer Supplies	53000 5 Luggage, Brief Cases	82500 10 Stockman Equipment
21000 5 Concrete & Metal Culverts	54000 10 Lumber & Related	83000 10 Tanks, Mobile & Static
22000 5 Controlling, Instruments	54500 10 Machinery & Hardware	83200 10 Tape, Adhesive
22500 8 Coolers, Drinking Water	55000 8 Markers & Traffic Control	84000 9 Television Equipment
23200 5 Crafts, General	55500 8 Marking & Stencil Devices	84500 10 Testing Apparatus
23300 5 Crafts, Specialized	55900 8 Mass Trans-Rail Vehicle Parts	85000 5 Textiles, Fibers, Linens
24000 11 Cutlery, Dishes & Utensils	55800 7 Mass Trans-Rail Vehs & Sys	85500 8 Theatrical Equipment
24500 11 Dairy Equipment & Supplies	55600 7 Mass Trans-Transit Bus	86000 5 Tickets & Coupon Books
25000 6 Data Proc Cards & Paper	55700 8 Mass Trans-Transit Bus Parts	86300 8 Tires & Tubes
25500 5 Decals & Stamps	56000 10 Material Handling & Stor Equip	86400 7 Train Controls, Electronic
26000 3 Dental Equip & Supplies	56500 3 Mattress Manufacturing	57894 8 Turf, Artificial, Indoor & Outdoor
57831 5 Display & Showroom	57000 10 Metals:Bars,Plates,Sheets,etc	86500 8 Twine
26500 5 Drapes, Curtains & Uphols	57500 8 Microfiche & Microfilm	87000 5 Venetian Blinds & Awnings
26900 3 Drugs & Pharmaceuticals	58000 5 Musical Instruments	87500 8 Veterinary Equipment & Sup
27100 3 Drugs, Pharms & Sets	59000 5 Notions & Related Sewing	88000 8 Visual Education Equip & Sup
57835 5 Election Equip & Supplies	57858 5 Numbering Machines	88300 9 Voice Response Systems
28000 5 Electrical Cables & Wires	59500 8 Nursery Stock & Equipment	89000 10 Water & Sewage Equipment
28500 5 Electrical Equip & Suplies	60000 8 Office Machines	88500 10 Water & Wastewater Chemicals
28700 9 Electronic Components	60500 8 Office Mechanical Aids	89500 8 Welding Equipment & Supplies
		89800 3 X-ray Equipment & Supplies

# COUNTY COMMODITY CODES EFFECTIVE 07/15/2002

SERVICES								
Cat#	Buyer	Description	Cat#	Buyer	Description	Cat#	Buyer	Description
96102	9	Administrative Services	92900	8	Equip Maint, Aq & Industrial	96160	9	Public Opinion Services
90500	7	Aircraft Operations Services	93100	11	Equip Maint, Appl, Cafe & Furn	96161	9	Public Speaking Services
96205	9	Amuse & Entertain Services	92800	8	Equip Maint, Auto	96800	3	Public Works Services
96206	8	Animal Care Services	94000	11	Equip Maint, Construction	96164	3	Real Estate Services
96105	9	Arbitration Services	93600	8	Equip Maint, General Equip	97100	3	Real Property Rental/Lease
90700	9	Architectural Srv, Non-Prof	93800	3	Equip Maint, Hospital & Lab	96270	9	Removal Srv, Dead Bodies
90600	9	Architectural Srv, Professional	93400	8	Equip Maint, Lndry, Plumbing	97500	8	Rent/Lease, Ag & Auto
96208	9	Athletic Training Services	93900	8	Equip Maint, Office & Photo	97700	11	Rent/Lease, Appl, Cafe & Furn
96209	9	Auctioneering Services	94100	10	Equip Maint, Power Gener	98400	6	Rent/Lease, Computer
96214	6	Blue Printing Services	91538	8	Film Processing Services	98100	10	Rent/Lease, General Equipment
96223	10	Boiler & Tower Water Srv	94600	9	Financial Services	97900	3	Rent/Lease, Hospital & Lab
90800	6	Bookbinding Services	96236	9	Fireworks & Carnival Services	98300	10	Rent/Lease, Janitorial Equip
90900	11	Building Construction Srv	94500	8	Fishing & Game Services	98500	8	Rent/Lease, Office & Photo
91000	3	Building Maint Services	96139	5	Floral Designing Services	96273	10	Restor/Reclam Service of Land
96109	3	Building Permit Services	96138	9	Food Preparation Services	96272	9	Restoration/Preserv Services
96217	9	Bus, Taxi, Limo Services	94700	8	Forestry Services	98800	8	Roadside & Grounds Services
96218	11	Cable Install & Maint Srv	96235	5	Framing Services, Picture	98900	3	Sampling & Prep Services
96219	9	Cafeteria & Restaurant Srv	99046	9	Guard Services	96276	9	Seating & Meeting Services
96220	3	Cesspool Maint Services	96239	8	Hauling Services	99000	5	Security, Fire & Emrg Services
96221	10	Cleaning Services	94800	9	Health Related Services	96278	8	Sewing & Alteration Services
91500	9	Communication Services	96243	8	Hose Testing Services	96167	9	Sign Language Services
96115	9	Concessions & Catering Srv	95200	9	Human Services	96279	8	Sign Making Services
91200	11	Construction Srvs, General	95300	9	Insurance Services	96166	8	Sign Painting Services
91300	11	Construction Srvs, Heavy	96248	9	Interior Design/Deco Services	96282	3	Silver Recovery Services
91400	11	Construction Srvs, Trade	96148	3	Lab & Field Testing Services	96168	9	Sports Professional Services
91800	9	Consulting Services	95400	5	Laundry & Dry Cng Services	96199	9	Temporary Help Services
96121	3	Cost Estimating Services	96147	9	Law Enforcement Services	99200	3	Testing & Calibration Services
96224	8	Courier/Delivery Services	96149	9	Legal Service, Attorneys	96285	8	Tinting & Coating Services
96124	9	Court Reporting Services	96150	9	Legal Service, Expert Witness	96172	9	Transcription Services
92000	6	Data Proc Services & Sftw	95600	9	Library Services	96175	9	Translation Services
96127	3	Decontamination Services	96151	9	Lobby Services	96286	8	Transportation of Goods
96225	8	Disp & Rem Srv, Animals	95800	9	Management Services	96178	9	Travel Agency & Tour Services
96226	9	Diving Services	95900	7	Marine Maint Services	96287	9	Travel, Local
96128	9	Economic Dev Services	96153	9	Marketing Services	96288	9	Travel, Non-Local
96129	9	Economic Impact Studies	96257	3	Moving Service: Portable Bldg	96290	5	Upholstering Services
92400	9	Educational Services	96256	8	Moving Services	96289	8	Vehicle Transporting Services
96130	9	Employment Services	96157	9	Musical Production Services	96186	8	Veterinary Services
92500	9	Engineering Services	96158	9	Negotiation Services	96294	8	Water Service, Bottled
96233	5	Engraving Services	96671	3	Paper Shredding Services	96188	9	Weather Forecasting Services
92600	9	Envir & Ecological Services	96600	6	Printing & Related Services	96190	9	Writing Services
96132	9	Envir Impact Studies	96500	6	Printing Preparation Services	96194	3	Zoning, Land Use Studies

(Service by County Definition)

*Bd-appr. service contracts use these codes assigned by the ACR:*

*Board Contract*

*Unenc Contract*



# New Vendor Application

## [Interactive New Vendor Application Instructions](#)

**BEFORE YOU REGISTER, YOU MUST HAVE YOUR FEDERAL ID OR SOCIAL SECURITY NUMBER AVAILABLE.**

- Please view required [name abbreviation policies](#). After viewing, click on **Back** in upper left-hand corner to return to **Vendor Application** screen.
- Click on **Apply** and enter your Federal ID or Social Security Number (required as your UserID) and **Submit**. (If your company is already registered, you will be asked to enter your password. Your password can be found on the letter mailed on July 1, 2002 from the San Bernardino County Purchasing Department, or call Art Richardson at (909) 387-2072 or Erica Garcia at (909) 387-2060.)
- All required fields are highlighted in red and must be completed to submit your application. (Please make note of the password you select as it will not be visible to you.)
- **To receive notification of bid opportunities**, you must **Select** at least one NIGP Commodity Code. You will see a pop up window that prompts you for a code or description. If you don't know the NIGP Commodity Code you want to select, type in a simple word that describes your product or service (all services start with the number 9, all others are products) then click on **Search**. You can now select one or multiple codes by highlighting the ones you want in blue (to select multiple codes, hold down the "ctrl" key while clicking the codes you want) and then click **Add**. To remove codes from your list, highlight the code(s) and click **Remove**.
- Once all required fields are completed **Submit Application**. At the top of the form you should now see [Application accepted](#). (If you experience any problems submitting your application, contact Art Richardson at (909) 387-2072 or Erica Garcia (909) 387-2060.)

*Congratulations! You are now registered to do business with the County of San Bernardino.*

**TO UPDATE YOUR INFORMATION SEE NEXT PAGE**



# Existing Vendor Update

## [Interactive Existing Vendor Update Instructions](#)

**BEFORE YOU UPDATE, YOU MUST HAVE YOUR FEDERAL ID OR SOCIAL SECURITY NUMBER AND PASSWORD AVAILABLE.**

- Please view required [name abbreviation policies](#). After viewing, click on **Back** to return to the **Vendor Application** screen.
- Click on **Update** and enter your Federal ID or Social Security Number and password, then **Login**. (Your user ID and password can be found on the letter mailed on July 1, 2002 from the San Bernardino County Purchasing Department, or call Art Richardson at (909) 387-2072 or Erica Garcia at (909) 387-2060.)
- All required fields are highlighted in red and must be completed to update your information. (You can change your password by deleting your current password and entering a new password. Remember to make note of the new password you select as it will not be visible to you.)
- **To receive notification of bid opportunities**, you must **Select** at least one NIGP Commodity Code. You will see a pop up window that prompts you for a code or description. If you don't know the NIGP Commodity Code you want to select, type in a simple word that describes your product or service (all services start with the number 9, all others are products) then click on **Search**. You can now select one or multiple codes by highlighting the ones you want in blue (to select multiple codes, hold down the "ctrl" key while clicking the codes you want) and then click **Add**. To remove codes from your list, highlight the code(s) and click **Remove**.
- Once all required fields are completed **Update Application**. At the top of the form you should now see [Update complete](#). (If you experience any problems updating your information, contact Art Richardson at (909) 387-2072 or Erica Garcia (909) 387-2060.)

***Congratulations! You are now registered to do business with the County of San Bernardino.***

**PURCHASING DEPARTMENT FISCAL YEAR 2002/2003  
PROJECTED REQUESTS FOR PROPOSALS**

<u>DATE</u>	<u>BUYER</u>	<u>PHONE</u>	<u>COMMODITY</u>	<u>EST. VALUE</u>
<b>Esther Reyna</b> 387-2071				
12/02			PEST CONTROL – Facilities Mgmt	\$15,000
11/02 –			TANK REPAIR WORK – Fleet Mgmt	\$25,000
12/02			Various locations	
2/03 – 3/03			ELEVATOR SVCS – Facilities Mgmt	\$250,000
6/03 – 8/03			JUST IN TIME DELIVERY – ARMC	\$12 MILLION
TBA			IV PUMPS – ARMC	\$1.2 MILLION
TBA			MEDICAL EQUIPMENT – ARMC	\$2.3 MILLION
TBA			NUTRITIONAL PRODUCTS – ARMC	\$100,000
TBA			WATER METERS – Special Districts	\$70,000
TBA			SWEEPING SVCS – Facilities Mgmt	\$100,000
			Various locations	
TBA			VARIOUS CARPETING & PAINTING	\$200,000
			PROJECTS – Facilities Mgmt & Preschool Services	
<b>Zachary Avey</b> 387-2070				
TBA			PATROL CARS	\$1.5 MILLION
12/02			HEAVY EQUIPMENT – Misc.	\$6 MILLION
<b>Ann Marie</b> 387-2964				
1/03			INMATE CLOTHING – Juv. Probation	\$40,000
1/03			FLAGS – Central Stores	\$5,000
<b>Michael Loller</b> 387-2233				
12/02			DISPOSABLE PAPER GOODS	\$50,000
<b>Ivy Portias</b> 386-8046				
1/03			MILK	
QTRLY			MEAT & DRY STORES	\$100,000
TBA			KITCHEN/DINING ROOM/LGE. APPLIANCES	\$500,000
			As requested by depts. under \$5,000	
TBA			DEMOLITION SVCS – Various locations, as requested	\$200,000
TBA			CONSTRUCTION CONTRACTS Under \$25,000 as requested	\$250,000



**PURCHASING DEPARTMENT FISCAL YEAR 2002/2003  
PROJECTED REQUESTS FOR PROPOSALS**

<u>DATE</u>	<u>BUYER</u>	<u>PHONE</u>	<u>COMMODITY</u>	<u>EST. VALUE</u>
<b>Bill Brock</b> 387-2464				
1/03			LAW ENFORCEMENT LESS LETHAL & CHEMICAL AGENTS	\$250,000
1/03			LAW ENFORCEMENT DUTY GEAR	\$500,000
TBA			FIRE EQUIPMENT	
8/03			LAW ENFORCEMENT AMMUNITION	\$500,000
8/03			LAW ENFORCEMENT BODY ARMOR	\$500,000
<b>Michael Candelaria</b> 387-2463				
TBA			HSS – FORMS PRINTING	\$100,000
TBA			SEAL DECAL PRINTING	\$20,000
TBA			ARMC – PRINTED FORMS – Par Stock	\$500,000
TBA			PRINTER CARTRIDGE RECYCLING	

# SAN BERNARDINO COUNTY PURCHASING LOW VALUE PURCHASES BY DEPARTMENT

Department	Name	Phone
<b><u>AGING/ADULT SERVICES</u></b>	<b><u>TANYA BRATTON</u></b>	<b><u>387-8407</u></b>
<b>ITEMS:</b>		
AGRI/PEST CONTROL	APPLIANCES, KITCHEN,LARGE	KITCHEN/DINING SUPPLIES
NUTRITIONAL PRODUCTS	WATER & ICE	
<b><u>AGRICULTURE/ WEIGHTS&amp;MEASURES</u></b>	<b><u>ANNA GRAMMENOS</u></b>	<b><u>387-2107</u></b>
<b>ITEMS:</b>		
ADVERTISING	AGRI/PEST CONTROL	CABLE/WIRE ROPE
DISPOSAL SERVICE/EQUIP.	ELECTRICAL FIXTURES/SUPPL.	RENTAL TOOLS/EQUIPMENT
SCALES	SCIENTIFIC EQUIPMENT	SURVEYING, EQUIP./SUPPLIES
TURF EQUIPMENT		
<b><u>AIRPORTS</u></b>	<b><u>JEFF McCORMICK</u></b>	<b><u>387-7803</u></b>
<b>ITEMS:</b>		
AIRCRAFT PARTS	AUDIO VISUAL/PHOTOGRAPHY	DISPOSAL
		SERVICES/EQUIPMENT
ELECTRICAL	FIRE EXTINGUISHER SERVICE	LOCKSMITH SERVICE
FIXTURES/SUPPL.		
METERS	RENTAL TOOLS/EQUIPMENT	SERVICE STATION
		EQUIPMENT
SMALL TOOLS	TRAINING	TURF EQUIPMENT
WATER TREATMENT	WATER WORKS SUPPLIES	WEED ABATEMENT
WELDING GAS	SAFES	
<b><u>ARMC</u></b>	<b><u>DALE CONRAD</u></b>	<b><u>580-0070</u></b>
<b>ITEMS:</b>		
AG/PEST CONTROL	AUDIO VISUAL/PHOTOGRAPHY	BUILDING MATERIALS
CABLE/WIRE ROPE	DISPOSAL SERVICE/EQUIP	DISASTER PREPAREDNESS
DRY GOODS/CLOTHING	ELECTRICAL FIXTURES/SUPP	ELEVATOR PARTS/REPAIRS
FIRE EQUIP/SUPPLIES	HEATING, A/C, VENTILATION	KITCHEN/DINING SUPPLIES
LAB EQUIPMENT/SUPPLIES	MATERIAL HANDLING	MEDICAL EQUIP/SUPPLIES
RENTAL TOOLS/EQUIP	SIGNS, INDOOR/OUTDOOR	SANITATION EQUIP/SUPPLIES
SMALL TOOLS	TRANSPORTATION SERVICES	TRASH BINS/COMPACTORS
TURF EQUIPMENT		
<b><u>ARCHITECTURE, BUILDING &amp; ENGINEERING</u></b>	<b><u>ELI MONTOYA</u></b>	<b><u>387-8904</u></b>
<b>ITEM:</b>		
HAZARDOUS WASTE TESTING		

<b><u>AUDITOR/CONTROLLER</u></b>	<b><u>HEIDI ASHERBRANNER</u></b>	<b><u>386-8813</u></b>
<b>ITEMS:</b> ALARM SYSTEMS		

<b><u>BEHAVIORAL HEALTH</u></b>	<b><u>BETTY VAUGHN</u></b>	<b><u>387-7572</u></b>
<b>ITEMS:</b>		
ALARM SYSTEMS	AUDIO VISUAL/PHOTOGRAPHY	CABLE, COMPUTER
FURNITURE REPAIR	KITCHEN/DINING SUPPLIES	LOCKSMITH SERVICE/SAFES
TRAVEL SERVICES		

<b><u>DISTRICT ATTORNEY</u></b>	<b><u>JANE ALLEN</u></b>	<b><u>387-6613</u></b>
<b>ITEMS:</b>		
AUDIO	COMPUTER EQUIPMENT	LOCKSMITH SERVICE/SAFES
VISUAL/PHOTOGRAPHY		

<b><u>FACILITIES MANAGEMENT</u></b>	<b><u>ROBIN GERMAN</u></b>	<b><u>387-2396</u></b>
<b>HOME REPAIR:</b>	<b>MOHAMMED BASITH</b>	<b>387-2235</b>
<b>ELEVATOR MAINT:</b>	<b>GAIL ROUSSEL</b>	<b>387-2236</b>
<b>CUSTODIAL MAINT:</b>	<b>XAVIER SEGURA</b>	<b>387-2237</b>
<b>ITEMS:</b>		
AG/PEST CONTROL	ALARM SYSTEMS	APPLIANCES, KITCHEN,LARGE
BUILDING MATERIALS	CARPET CLEANING	DISPOSAL SERVICE/SUPPLIES
DRY GOODS/CLOTHING	CRANES	ELECTRIC FIXTURES/SUPPLIES
ELEVATOR REPAIR	FENCING	FILTERS
FIRE ALARM EQUIP/SUPPLIES	FORKLIFTS	FRAMES
GATES, AUTOMATIC	KITCHEN/DINING SUPPLIES	LOCKSMITH
MOVING/STORAGE/CLEANUP	MATERIAL HANDLING	PROMOTIONALS/AWARDS, etc
PETROLEUM	PROPANE	PRESENTATION BOARDS
PLUMBING/PIPE, FITTINGS	PORTABLE BUILDINGS	RENTAL TOOLS/EQUIP
SIGNS	SMALL TOOLS	

<b><u>HUMAN RESOURCES/CAO</u></b>	<b><u>LINDA MAJORS</u></b>	<b><u>387-5557</u></b>
<b>ITEMS:</b> TRAINING		

<b><u>HUMAN SERVICES SYSTEM</u></b>	<b><u>DEBRA BEEBEE</u></b>	<b><u>388-0251</u></b>
<b>ITEMS:</b>		
AUDIO	KITCHEN/DINING SUPPLIES	LOCKSMITH
VISUAL/PHOTOGRAPHY		
MATERIAL HANDLING	MOVING/STORAGE	PARK/PLAYGROUND
EQUIPMENT		EQUIPMENT
TRANSPORATION SERVICES		

<b><u>INFORMATION SERVICES</u></b>	<b><u>JOHN GREGORY</u></b>	<b><u>388-5520</u></b>
<b>ITEMS:</b>		
ADVERTISING	ALARM SYSTEMS	AUDIO
BATTERIES	CABLE/WIRE ROPE	VISUAL/PHOTOGRAPHY
SAFES	TRAINING	LOCKSMITH SERVICE
WATER & ICE		TRAVEL SERVICES

<b><u>JESD/JOBS</u></b>	<b><u>SHELLA GREER</u></b>	<b><u>433-3385</u></b>
<b>ITEMS:</b>		
AUDIO	DRY GOODS/UNIFORMS	LOCKSMITH SERVICE
VISUAL/PHOTOGRAPHY		
RENTALS/,CONVENTION,	SAFES	TRAINING
MEETINGS		
TRANSPORTATION	WELDING	

<b><u>LAND USE SERVICES</u></b>	<b><u>MARION AUBIN</u></b>	<b><u>387-3197</u></b>
<b>ITEMS:</b>		
AUDIO	SURVEYING EQUIP/SUPPLIES	
VISUAL/PHOTOGRAPHY		

<b><u>LIBRARY</u></b>	<b><u>RICK ERICKSON</u></b>	<b><u>387-5725</u></b>
<b>ITEMS:</b>		
ADVERTISING	AUDIO VISUAL/PHOTOGRAPHY	AUTOMOTIVE
		SERVICE/SUPPLIES
FIRE EQUIP/SUPPLIES	FURNITURE REPAIR	LOCKSMITH SERVICE/SAFES

<b><u>MOTOR FLEET SERVICES</u></b>	<b><u>JOVITA TUNQUE</u></b>	<b><u>387-7884</u></b>
<b>ITEMS:</b>		
AGRICULTURAL PEST	AUDIO VISUAL PHOTOGRAPHY	AUTOMOTIVE
CONTROL		SUPP/SERVICES
CHAINS, SNOW	DRY GOODS/CLOTHING	CYLINDERS/GASES
GASOLINE	FILTERS & SUPPLIES	FREIGHT
FUEL DISPENSERS	GLOVES/HANDWEAR	INSECTICIDE/PESTICIDE
LAMPS	LOCKSMITH SERVICES	LUBRICATION/SHOP
		EQUIPMENT
MOTORS	PROTECTIVE EQUIP, GENERAL	STEAM CLEANERS
SERVICE STATION	STORAGE/CLEANUP/DISPOSAL	TARP SYSTEMS
EQUIPMENT		
TEMPORARY MARKERS	TRAFFIC STANDARDS	TOWING
TRANSPORTATION SERVICES	WATER,BULK	WELDING SUPPLIES
WINDOW TINTING	WIRE/SUPPLIES	WIPING RAGES

<b><u>PROBATION</u></b>	<b><u>LINDA ROSZEL</u></b>	<b><u>387-6915</u></b>
<b>ITEMS:</b>		
AG/PEST CONTROL	ANIMAL RELATED	AUDIO
FERTILIZERS	HANDCUFFS	VISUAL/PHOTOGRAPHY
IRRIGATION MATERIALS	KITCHEN/DINING SUPPLIES	HEALTH/BEAUTY AIDS
LAW ENFORCEMENT EQ/SUPP	LEATHER GOODS	LAB EQUIPMENT/SUPPLIES
PERSONAL CARE	SEARCH & RESCUE	MATERIAL HANDLING
TRAVEL SERVICE	UPHOLSTERY	TELEVISION
		WASHERS/DRYERS

<b><u>PUBLIC ADMIN/GUARDIAN</u></b>	<b><u>HARLENE BEERS</u></b>	<b><u>387-2552</u></b>
<b>ITEMS:</b>		
AUDIO	ALARM SYSTEMS	ANIMAL RELATED
VISUAL/PHOTOGRAPHY	CABLE, COMPUTER	CABLE/WIRE ROPE
DARKROOM SUPPLIES	DISPOSAL SERVICE/EQUIP	ELECTRICAL
DISASTER PREPAREDNESS	EMERGENCY MEDICAL	FIXTURES/SUPPLIES
FIRE EQUIPMENT	FIRE EXTINGUISHER SERVICE	FILTERS
INDUSTRIAL DOORS	LAB EQUIPMENT	GLASS & MIRROR
LAW ENFORCEMENT	LOCKSMITH/SAFES	LAMPS
METERS	POOL MAINTENANCE	MATERIAL HANDLING
PROPANE	TRANSPORATION SERVICE	PORT.WASH/R.R.STATION
WATER WORKS	WEED ABATEMENT	WATER & ICE
RENTALS,CONFERENCES/ MEETINGS	RESTAURANTS/GROCERIES	WELDING
		TRANSPORATION SERVICES

<b><u>PUBLIC/ENV.HEALTH</u></b>	<b><u>ROSA GUILLEN</u></b>	<b><u>387-6312</u></b>
<b>ITEMS:</b>		
AGRICULTURAL/PEST CONTROL	AIR TRAVEL	ALARM SYSTEMS
AUDIO	APPLIANCES,KITCHEN,LARGE	DENTAL SUPP/EQUIPMENT
VISUAL/PHOTOGRAPHY	DRY GOODS/CLOTHING	FIRE EQUIPMENT
DISPOSAL SERVICE/SUPPLIES	FURNITURE REPAIR	INSECTICIDE/PESTICIDE
FRAMING SUPPLIES	LAB EQUIPMENT/SUPPLIES	LOCKSMITH/SAFES
KITCHEN/DINING SUPPLIES	PETROLEUM	POOL MAINTENANCE
MATERIAL HANDLING	RENTAL TOOLS/EQUIPMENT	TRAINING AIDS
PORTABLE BUILDINGS		
TRANSPORTATION SERVICES		

<b><u>REAL ESTATE SERVICES</u></b>	<b><u>RODNEY MCCULLOUGH</u></b>	<b><u>387-7826</u></b>
<b>ITEMS:</b>		
AUDIO		
VISUAL/PHOTOGRAPHY		

<b><u>REGIONAL PARKS</u></b>	<b><u>EMMA ESTRADA</u></b>	<b><u>387-2303</u></b>
<b>ITEMS:</b>		
ADVERTISING/PROMOTIONAL	AG/PEST CONTROL	APPLIANCES,KITCHEN, LARGE
AUDIO	BOATS	BUILDING MATERIALS
VISUAL/PHOTOGRAPHY		
CABLE/WIRE ROPE	DISPOSAL SERVICE/EQUIP	DRY GOODS/CLOTHING
ELECTRICAL FIXTURES/SUPP	EMERGENCY MEDICAL	FERTILIZER
FIRE EXTINGUISHER SERVICE	GLASS/MIRROR	GRAVEL, SAND
HEATING,A/C,VENTILATION	HERBICIDES	HYDROSEEDING
IRRIGATION MATERIAL	KITCHEN/DINING SUPPLIES	LOCKSMITH SERVICE
NOTIONS/YARDAGE	OUTDOOR FURNITURE	PETROLEUM
PLUMBING SUPPLIES	POOL MAINTENANCE	PORTABLE
		WASH/R.R.STATIONS
RENTAL TOOLS/EQUIP	RENT/CONVENTION,MEETINGS	SAFES,SERVICE/REPAIRS
SANITATION EQUIP/SUPPLIES	SCIENTIFIC EQUIPMENT	SIGNS/OUTDOOR,CUSTOM
SMALL TOOLS	THREADED FASTENERS	TIRES
TRAINING	TRASH,BINS/COMPACTORS	TURF EQUIPMENT
WATER WORKS SUPPLIES	WEED ABATEMENT	WELDING SUPPLIES
WIRE & SUPPLIES		

<b><u>RISK MANAGEMENT</u></b>	<b><u>LYNN ERNST</u></b>	<b><u>386-8641</u></b>
<b>ITEMS:</b>		
AUDIO	DRAFTING/ART SUPPLIES	
VISUAL/PHOTOGRAPHY		

<b><u>SHERIFF</u></b>	<b><u>PAULINE SMITH</u></b>	<b><u>387-3525</u></b>
<b>ITEMS:</b>		
ALARM SYSTEMS	APPLIANCES,KITCHEN,LARGE	ATHLETIC SUPPLIES
AUDIO VISUAL/PHOTO	BUILDING MATERIALS	BURGLAR ALARMS
CRANES	ELECTRICAL EQUIP/SUPPLIES	GLASS/MIRROR
KITCHEN/DINING SUPPLIES	MATERIAL HANDLING	TELEVISION
TOWING	TRAINING AIDS	TRANSPORTATION SERVICES
WATER TREATMENT	WIRE SUPPLIES	WINDOW TINTING
COMPUTER EQUIPMENT	LAW ENFORC EQUIP/SUPPLY	LOCKSMITH SVC/SAFES

<b><u>SPECIAL DISTRICTS</u></b>	<b><u>PATTI RAYNOR</u></b>	<b><u>387-5958</u></b>
<b>ITEMS:</b>		
ALARM SYSTEMS	APPLIANCES,KITCHEN,LARGE	ATHLETIC SUPPLIES
AUDIO	AUTOMOTIVE SUPPLIES/SVCS	DRY GOODS/CLOTHING
VISUAL/PHOTOGRAPHY		
ELECTRICAL	FIRE EQUIPMENT/SUPPLIES	FIRE EXTINGUISHER SERVICE
FIXTURES/SUPPLIES		
GASOLINE/DIESEL	GLASS/MIRROR	HEATING, A/C, VENTILATION
KITCHEN/DINING SUPPLIES	LOCKSMITH	MOTORS
PARK/PLAYGROUND EQUIP.	PETROLEUM	PIPE & FITTINGS
PLUMBING	RENTAL TOOLS	ROAD MATERIALS
SANITATION EQUIP/SUPPLIES	SANDBAGS	TIRES
TOWING	TURF EQUIPMENT	

<b><u>SUPERIOR/MUNI COURTS</u></b>	<b><u>TOM MOHAN</u></b>	<b><u>387-6507</u></b>
<b>ITEMS:</b>		
ADVERTISING	ALARM SYSTEMS	AUDIO
		VISUAL/PHOTOGRAPHY
LOCKSMITH	MOVING/STORAGE	SAFES
RENTALS/CONVENTION, MEETINGS	TRANSPORTATION SERVICES	TRAVEL SERVICES

<b><u>TRANSPORTATION/FLOOD</u></b>	<b><u>BOB FARRAR</u></b>	<b><u>387-8083</u></b>
<b>ITEMS:</b>		
AERIAL PHOTOGRAPHY	AUDIO VISUAL/PHOTOGRAPHY	AUTOMOTIVE
		PARTS/SUPPLIES
FIRE EQUIPMENT/SUPPLIES	FIRE EXTINGUISHER SERVICE	PORT.BLDGS/PUMPING SERVICE
PORT. WASH/R.R.STATIONS	PROPANE	ROAD MATERIALS
SANITATION EQUIP/SUPP	SMALL TOOLS	SURVEYING EQUIP/SUPPLIES
TURF EQUIPMENT	WATER & ICE	WATER WORKS SUPPLIES

<b><u>WASTE SYSTEMS DIVISION</u></b>	<b><u>DOUG OWENS</u></b>	<b><u>386-8768</u></b>
<b>ITEMS:</b>		
AGRICULTURAL/PEST CONTROL	AUDIO VISUAL/PHOTOGRAPHY	PLANTS/TREES/NURSERY SUPP.
RENTAL TOOLS/EQUIP.	SCALES	TRANSPORTATION SERVICES
WATER WORKS SUPPLIES		